

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
July 17, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

ROTATION OF OFFICERS

Trustee Dhing will become President of the Library Board of Trustees and Trustee Guerrero will become Vice President of the Library Board of Trustees

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of June 19, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

UNFINISHED BUSINESS

6. FURNITURE FOR FRIENDS ROOM

Consideration and possible action to authorize the Librarian to procure replacements of broken/damaged tables in the Friends Room. New equipment will be purchased with monies from the Library Building Trust account and will be accomplished in accordance with the Monterey Park Municipal Code

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed recommended purchase; and
- (2) Take such additional, related, action that may be desirable.

NEW BUSINESS

7. ANNUAL REPORT FOR FISCAL YEAR 2017/18

Presentation of report on the library's activities during fiscal year 2017/18 for review and approval prior to presentation to the City Council

It is recommended that the Library Board of Trustees consider:

- (1) Approving this report; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for August 21, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: July 17, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of June 19, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

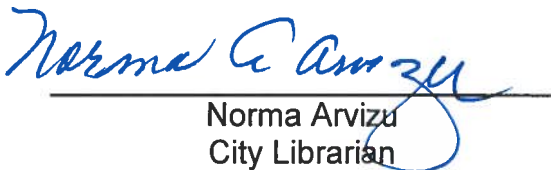
BACKGROUND:

None

FISCAL IMPACT:

NoneP

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. June 19, 2018 regular meeting minutes

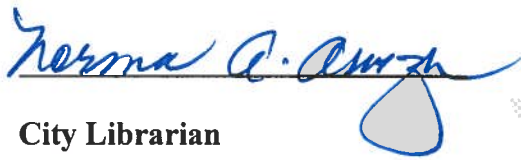
ATTACHMENT 1
Minutes
Regular Meeting
June 19, 2018

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

June 19, 2018

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, June 19, 2018 at 7:00 p.m., was cancelled due to a lack of a quorum.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for July 17, 2018 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.


City Librarian



Library Board of Trustees Staff Report

DATE: July 17, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Trust and Agency Account Report and Library Fines Report for June 2018. The Receipt and Expenditures Report for June 2018 would be the 2017/18 fiscal year end report and the Finance Division will not have that available until staff close the books on the fiscal year.

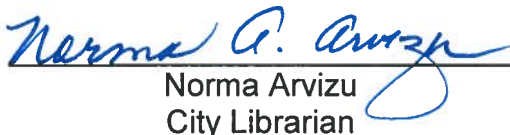
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report for June 2018
2. Library Fines Report for June 2018

ATTACHMENT 2
Trust and Agency Account Report
June 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: June 30, 2018

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of June 30, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,123.44
Deposits	0.00
Disbursements (ALA Conference Registration: Diana Garcia)	(305.00)
Total Ending Balance	<u>\$ 818.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 21,108.97
Deposits (Water Bill Donation: 5/31/18)	447.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,555.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 64,302.61
Deposits	3,000.00
Disbursements (Fingerprinting Processing: Volunteers)	(96.00)
(Fingerprinting Processing: Volunteer)	(32.00)
(Office Supplies: Office Depot)	(1,143.00)
Total Ending Balance	<u>\$ 66,031.61</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 98,719.33**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits (Re-journal expense)	300.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,757.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 75,586.31
Deposits (Passport fees)	2,550.00
(Passport fees)	1,945.00
(Passport fees)	1,925.00
(Passport fees)	750.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 82,756.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 272,233.54**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
June 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 06/01/2018 To: 06/30/2018

BEGIN DATE: 06/01/2018 END DATE: 06/30/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	06/01/2018	CR 301892	136204	49.75-
0010-701-0010-07410		FINES	06/04/2018	CR 301924	136332	83.65-
0010-701-0010-07410		FINES	06/04/2018	CR 301925	136335	49.05-
0010-701-0010-07410		FINES	06/05/2018	CR 301937	136369	2.75-
0010-701-0010-07410		FINES	06/05/2018	CR 301942	136368	68.80-
0010-701-0010-07410		FINES	06/06/2018	CR 301950	136444	105.70-
0010-701-0010-07410		FINES	06/07/2018	CR 301990	85963	101.28-
0010-701-0010-07410		FINES	06/08/2018	CR 302006	86001	18.01-
0010-701-0010-07410		FINES	06/12/2018	CR 302053	136697	58.50-
0010-701-0010-07410		FINES	06/12/2018	CR 302054	136699	55.31-
0010-701-0010-07410		FINES	06/12/2018	CR 302055	136698	16.30-
0010-701-0010-07410		FINES	06/12/2018	CR 302056	136696	82.20-
0010-701-0010-07410		FINES	06/13/2018	CR 302073	86237	80.99-
0010-701-0010-07410		FINES	06/14/2018	CR 302084	136831	89.25-
0010-701-0010-07410		FINES	06/15/2018	CR 302134	136934	24.75-
0010-701-0010-07410		FINES	06/15/2018	CR 302135	136899	28.05-
0010-701-0010-07410		FINES	06/18/2018	CR 302157	86396	12.75-
0010-701-0010-07410		FINES	06/19/2018	CR 302177	137049	20.75-
0010-701-0010-07410		FINES	06/20/2018	CR 302316	137112	22.50-
0010-701-0010-07410		FINES	06/21/2018	CR 302340	86503	19.10-
0010-701-0010-07410		FINES	06/22/2018	CR 302359	86564	91.19-
0010-701-0010-07410		FINES	06/25/2018	CR 302389	137308	2.50-
0010-701-0010-07410		FINES	06/25/2018	CR 302392	137307	14.75-
0010-701-0010-07410		FINES	06/26/2018	CR 302410	137329	20.50-
0010-701-0010-07410		FINES	06/26/2018	CR 302413	137328	78.42-
0010-701-0010-07410		FINES	06/27/2018	CR 302459	86730	141.30-
0010-701-0010-07410		FINES	06/28/2018	CR 302427	86769	117.00-
0010-701-0010-07410		FINES	06/29/2018	CR 302520	137523	16.95-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 06/01/2018 To: 06/30/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 06/30/2018

BEGIN DATE: 06/01/2018

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
---------	---------	-------------	------	---	-------------	--------

0010-701-0010-07410		FINES	06/29/2018	CR 302525	137580	25.25-
---------------------	--	-------	------------	-----------	--------	--------

REPORT TOTAL \$1,497.30-

Previous balance 07/01/2017 - 05/31/2018 = \$ 15,921.95
Month to date 06/01/2018 - 06/30/2018 = \$ 1,497.30
Fiscal Year to date 07/01/2017 - 06/30/2018 = \$ 17,419.25



Library Board of Trustees Staff Report

DATE: July 17, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None


BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: July 2018 Report

Dear Library Board of Trustees,

The month of June traditionally signifies the last month of a fiscal year, closure of local schools, fewer students in our library, and the onset of Summer Reading Programs. June usually includes planning for upcoming fall events, post testing of students for grant deliverable reporting and an overall sense of closure to a successful fiscal year. However, this year, due to prolonged budget hearings and reassessment of the 2018/19 preliminary library budget by City Council, June became a benchmark month for a new challenge for library staff as well as in the City's finance department. A primary reason for the challenge to some degree was the conundrum Council faced in researching which day of the week to close the library that would have less impact to our residents and evaluate the monetary support needed to maintain a six day operation without significant impact to the community. To library staff, the closure of the day with the highest cost of daily operations would be the practical choice due to a predicated budget based on closure of such day. However, due to the generosity of an additional \$30,000 from General Fund approved by Council, the library was able to sustain the opening of Sundays, hold onto part time personnel and opted to close the less impactful day which was Friday. For many the concept of closing the highest operational cost per day out of the three days in question (Sundays, Fridays or Saturdays) would have been the relevant choice but with the addition of funding, the library had a win/win situation.

Moving forward into the new 2018/19 Fiscal Year, the library will continue to serve the community as it has in the past with relevant resources but will close on Fridays effective August 2018. If revenues continue to increase from the city's developments such as the opening of Home Depot and Costco in our Market Place, it is hoped that the closures of Fridays will be short term.

For now, library staff will move forward in their planning of programs and events that continue to gain support from our community and keep the "gem" of the city open to our residents.

Norma Arvizu
City Librarian

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Children's Librarian Kristen Olivarez** has been selected as the Employee of the Month for July 2018.

Circulation Services Supervisor Julie Villanueva nominated Kristin, stating:

"Library Pages were having difficulty shelving in the Children's Picture book area due to very crowded shelves. Some shelves had books past the bookends. I mentioned this

to Diana and she set it up so that Kristin could use a laptop in the stacks to assist with weeding. Very quickly Kristin worked her way through the alphabet and finished the entire Picture book section. All books have been made even on the shelves and the pages are having a much easier time shelving one of the heaviest circulated areas in the library. For her diligence and efficient work to quickly remedy a problem area and weed at the same time, I nominate Kristin!"

Congratulations to Kristin!

Employee Appreciation Luncheon and Service Awards



The City of Monterey Park held its annual Employee Appreciation Luncheon on June 20 at the Barnes Park picnic shelter. Food trucks from The Habit and Fluff Ice were brought in so City staff could enjoy tasty grilled hamburgers, chicken sandwiches, French fries and exotically flavored shaved ice while relaxing with fellow employees, basking in the sunshine and listening to music played by a DJ.

In conjunction with the luncheon, the City handed out certificates and pins honoring employees who have worked for the City for five years up to 35 years as of the year 2017. **Librarian Darren Braden and Library Clerk Christi Chavez** were each recognized for their milestone ten years of service! Congratulations!



Training/Workshops/Classes

Technical Services Senior Librarian Evena Shu took an Infopeople online course *Using the Data Analysis for Collection Development*. Evena followed a two-part assessment process that uses data from the library's collections to make decisions about developing and maintaining that collection. First, Evena learned the value of assessment and then gathered data about our

collection. Second, she analyzed the data to discover correlations, gaining skills and insights that will help in planning and decision-making.

Jose Garcia, Acting Literacy Administrator, completed the CASAS Citizenship Interview Test recertification training. This allows him to continue to administer the Citizenship Interview Test (CIT) to students who have applied for Naturalization and assess how prepared they are for the actual interview. **Gloria Nguyen, Part Time Library Clerk**, also completed the CASAS Citizenship Interview Test recertification training.



Outreach/Meetings/Conferences

City Librarian Norma Arvizu attended the following meetings:

Library Budget Analysis meeting with Finance

Director Annie Young, June 12: City Librarian

Arvizu met with Finance Director Annie Young to discuss the presentation of operational costs for Fridays, Saturdays, and Sundays to the City Council. The cost of each day would help Council determine which day to close since the 2018/19 preliminary budget was predicated on a six days of operation.

Budget Hearings June 20: City Librarian Arvizu attended the Budget Hearing held during the regular council meeting and was prepared to explain cost comparisons of one day of closure.

Meetings: City Council meetings: June 6 and June 20.
Friends of the Monterey Park Library meeting: June 12
Library Foundation meeting: June 18
Department Heads meetings: June 5, 12 and 19

Children's Senior Librarian Diana Garcia attended the American Library Association's 2018 Annual Conference in June. She just finished her term as Chair of the Association for Library Service to Children's (ALSC) Program Coordinating Committee, and is currently serving on the Public Library Association's *Public Libraries* magazine Advisory Board, as well as on

ALSC's 2019 Theodor Seuss Geisel Award committee. While at the conference she attended committee meetings, as well as educational sessions, awards ceremonies, book previews and professional socials and networking events. Diana shared conference videos with Children's staff upon her return.



ADMINISTRATION



The Monterey Park Library Foundation, encouraged by the tremendous success of its most recent Gala held in April 2018 but wishing to be judicious in its scheduling (and wanting some time off to recover from their extensive work on the event), decided on dates for their major annual fundraising projects, pushing them both into next year.

Following a highly praised inaugural event, the **High Tea at the Library will return on Saturday, April 6, 2019** while the traditional

and popular annual **Gala will be held on Friday, September 13, 2019**. As the Foundation decided not to hold a Day at the Races at Santa Anita Racetrack again in October as in recent years, there was an opening in the calendar, so the Gala was rescheduled from the spring to the fall. This will allow the Foundation even more time to plan a spectacular event with the aims to boost the library and garner financial support that is so critical to the library's ongoing success.

The Library Foundation also plans to sponsor a **Movie in the Park** this fall, possibly around Halloween, to promote library activities. The Foundation will also continue its annual **Holiday Wish List** campaign to solicit donations from library supporters to purchase individual books, subscriptions, learning and play gear or technology and equipment.

The Friends of the Library continued to support the library by providing funding for library programs including refreshments and activities for the community to enjoy including honorariums for author talks and prizes and book bags for the Adult Summer Library Program. **The Friends Bookstore earned \$592.85 in June 2018.**

The Friends continues to recruit members during its annual membership drive. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.	Ongoing. Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently and regularly are updated.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.	Ongoing. The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	Ongoing. The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Ongoing. Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the Cherry Blossom Festival in April, the Teen/YA Librarian and Junior Friends had a booth promoting library services and activities while LAMP staff provided passport services. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES



Book Talk with Author Fred Cheng: A Father/Son Story

Local author Fred Cheng presented a book talk program on June 3 at 2 pm in the Friends Room to an audience of 25 adults. Mr. Cheng shared a family history power point presentation on a 1946 expedition to the South China Sea Islands led by his father, Professor Cheng Tsu-yueh, who also wrote a book based on his findings from the expedition. The author shared how 70 years later, he located the only available copy of his father's book at a UCLA library through the help of the Monterey Park Bruggemeyer Library and recently translated the book into English to honor his father's historic surveying expedition now part of post WWII history.



Egyptian Art Workshop Sponsored by LACMA

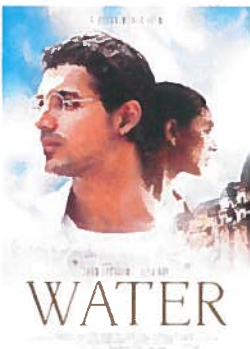
The Los Angeles County Museum of Art (LACMA) presented an Egyptian art workshop on Sunday, June 10 at 2 pm in the Friends Room to 40 people. Participants were introduced to the use of papyrus in ancient Egypt and created a book using the ancient Egyptian alphabet and papyrus. This program was part of a community project supported by a grant from The James Irvine Foundation.



Classic Film Program

20,000 Leagues Under the Sea

Theo Siegel, writer, researcher and television professional introduced the 1954 film classic *20,000 Leagues Under the Sea* on Sunday, June 24 at 1:30 pm in the Friends Room to an audience of 30 people. The film won an Academy Award for special effects in 1954. The action adventure sci-fi fantasy based on Jules Verne's book with the same title was the Disney studio's costliest film with its elaborate underwater sets that included a scene with a giant squid.



Monthly Film Program

The library screened the film *Water*, a 2007 Academy Award nominee for Best Foreign Language Film, on June 20 at 2 pm in the Friends Room to an audience of 25 people. The film explores the lives of widows at an ashram in Varanasi, India in 1938 when Gandhi's party was making inroads for women's rights.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, June 12 from 6-8 pm in the Friends Room with 43 people participating in the clinic including several volunteer attorneys and assistants.



Computer Classes

May computer classes included Beginning Computer in Mandarin, Open Lab, and Computer Keyboard Practice classes. A total of 137 adult students attended computer classes in June.



Mandarin Classes

Mandarin classes were presented by the Sun Yat Sen Chinese Institute with instruction on Sundays and Thursdays in June. A total of 41 adults attended classes.

June Circulation Statistics

Adult	Young Adult	Monthly Total
3,364	801	4,165

YA Services



Mid Week Movie

The Black Panther, the popular action, adventure film from the Marvel Universe, was screened on Wednesday, June 6, at 3 pm in the Friends Room to an audience of 24 people. The film follows the superhero Black Panther, who is T'Challa, king of Wakanda. Black Panther was the first African superhero created by Stan Lee and Jack Kirby in the 1960's during the silver age of comics. In the film, T'Challa is challenged as a king and as the superhero Black Panther when drawn into a conflict that puts the fate of Wakanda and the entire world at risk.



June Teen Summer Reading Programs:

Kick off

Teen Services kicked off the 2018 Summer Reading Program *Full Steam Ahead* with 37 teens on June 11 at 3 pm in the Friends Room with pizza, snacks, mini contests, and door prizes. Teens learned how they can participate in the summer library program and read for prizes through August 8.

Robotics Program

Two robotics programs were held on June 13 and 27 with a total of 47 youth attending the program made possible by the Southern California Edison 21st Century Robotics grant for teens and tweens. Youth used laptops and hand held tech devices to build six different robotic kits. The program is designed to promote STEM (Science, Technology, Engineering, Math) education.

Summer BBQ

The annual Summer BBQ program, a teen favorite where teens select the menu and venue, was held on June 20 in Barnes Park at 3 pm with 26 teens attending the program. Traditional summer foods like hot dogs, drinks and watermelon were on hand with the teens adding favorites that included a main dish with Korean BBQ and rice. For some teens this was the first time they have prepared and cooked a meal. One teen asked if they could do this every month!

Junior Friends Meeting

A Junior Friends meeting was held on June 25 at 4:30 pm in the Friends Room with 15 teens attending. First time volunteers were introduced and Board members shared how volunteers can participate as part of the Junior Friends program. Volunteers were encouraged to come out and support the Robotics program. The Junior Friends volunteered 140 hours to the library in June.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.

PROGRESS

Completed. Immigrant stories were explored through a variety of films, guest speakers, and discussions with audiences following the presentations. Program themes included the Chinese Exclusion Act, Chinese immigration and the Transcontinental Railroad, aviation and immigration with the Katherine Sui Fun Cheung story, the first Chinese woman to obtain an international flying license and became a U.S. citizen. Hispanic immigration stories were discussed with actor Paul Renteria, who screened his short film *Pancho Villa's Last Son*, and shared his family story about growing up in Alhambra.

2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.

Completed. Engaged immigrant communities with art workshops, a flower show, music, film programs, discussions, and an empowering bilingual photo exhibit on Chinese-American women's history as part of a grant project with Cal Humanities that promoted the sharing of culture and family history stories to build bridges among the immigrant communities.

3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.

Completed. Presented a series of art workshops for Teen Read Week in October 2017 and technology programs in March 2018 on robotics and computer science. Staff also worked with the Junior Friends who presented a STEAM art/technology program. All of the programs celebrating Teen Read Week and Teen Tech Week promoted reading, art, and technology with teens.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 13 order records in June and updated 1,696 records.

ILL (Inter Library Loans): In June the Library does not lend any books to other libraries and borrowed one book.

Mending and processing: 386 items were in repair status. In June staff cleaned three CD/DVDs.

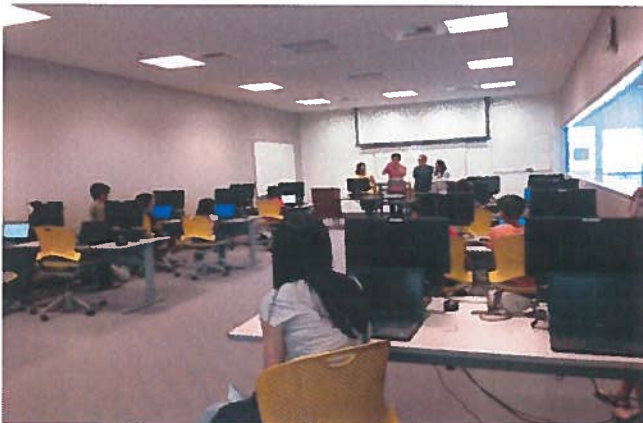
Overdrive: There were 206 overall circulations including 136 eBook circulations and 69 audiobook circulations.

Weeding: 2,447 items were weeded from the collection.



Southern California Edison Building 21st Century Skills for Tweens and Teens grant:

On June 13, **Evena Shu, Technical Services Senior Librarian**, worked with **Darren Braden, Youth Librarian**, on the Robotics series program. On June 27, Evena worked with **Christi Chavez, Library Clerk**, continuing with the Lego Robotics series program. The first series focused on building the Lego Robots. The second series focused on coding Lego Robots and the Mindstorm EV3 robots. Children and teens had so much fun building and coding the Lego sets. There were 21 who attended the first session and 26 who attended the second session.



On June 26, there were 25 who attended the first Arduino Coding class. It was the first of the seven-session coding class for the Teen Summer Reading Program. The class was taught by the Mark Keppel High School Zero

Robotics Teams including team President Raymond Tran, Vice President Mohamad Elmoussawai, Tussanee Ashley Limthaveemongkol and Anna Yang.

Technical Services Staffing

Part-time Circulation Library Page Emily Thammavongsa is also working eight hours per week in Technical Services to help fill in the currently vacant Library Page position.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	Completed. The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California Edison grant <i>Building 21st Century Skills for Tweens and Teens</i> .
2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.	Completed. Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.
3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.	Completed. Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

June 2018

Submitted by Evena Shu, Technical Services Senior Librarian

June 1st, 2018	Cumulated Total	Cumulated Deleted	Added June 2018	Deleted June 2018	Gain/Loss June 2018	Changes June 2018
Items records	149,043	245,400	420	2,447	-2,027	
Bib records	131,675	189,164	359	1,232	-873	1,696
Authority records	109,531	78,186	541	729	-188	
Order records	17,276	68,088	13	0	13	
May 1st, 2018	Cumulated Total	Cumulated Deleted	Added May 2018	Deleted May 2018	Gain/Loss May 2018	Changes May 2018
Item records	151,070	242,953	921	1,920	-999	
Bib records	132,548	187,932	614	1,395	-781	1,529
Authority records	109,719	77,457	761	992	-231	
Order records	17,263	68,088	311	0	311	

CIRCULATION SERVICES

At the City Council meeting on June 20, the City budget for fiscal year 2018/19 was officially approved. This included the decision to close the library on Fridays due to the expiration of Measure C and the subsequent loss of funding. The City Council chose closing Friday effective August 2018 to allow sufficient notice to the public. Circulation began updating the library brochure and hours of operation handouts to reflect the new schedule.

Circulation Staffing

Part-time Library Clerk Lauren Frazier left the library at the end of June. Lauren will be completing her Masters in Library Sciences degree in the fall and was offered a full-time job at another library. We wish her well!

Part-time Library Page Carina Li also left service at the end of the month due to her enrollment at California State University at Fullerton.



On June 26 Circulation hosted a goodbye party for Lauren and Carina to give all library staff a chance to offer their best wishes!

From left: Circulation Library Clerk Jessica Wahl, Teen Librarian Darren Braden, Lauren Frazier, Carina Li, Circulation Services Supervisor Julie Villanueva and Technical Services Library Technician Michael Bathan

Part-time Library Page Jeffrey Lau was the Employee of the Month for June 2018! Jeffrey was nominated by his co-worker for going out of his way to assist a child in finding an item even though he was involved in a time sensitive job task. His commitment to helping and determination to finish both helping the child and his task at hand awarded him the honors.



Part-time Library Page Emily Thammavongsa began working in the Technical Services Division as well as Circulation. Technical Services is short staffed currently and Emily will assist that department during her summer break from school in addition to her regular Circulation duties.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

Ongoing. Staff continue to work with the library's volunteer coordinator to match Circulation's needs with available volunteers. Volunteers are an essential part of Circulation. Staff depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

CIRCULATION STATISTICS**ITEMS****PERSONS****HOURS****ATTENDANCE**

23,672

HOURS OPEN

182

CHECK-OUT AND RENEWAL

16,978

CHECK-IN

13,730

PATRON REQUESTED HOLDS

55

FILLED HOLDS

43

Monterey Park

32

Alhambra

1

Cerritos

2

Los Angeles County

4

Rosemead 3

Montebello 1

Los Angeles (City)

2

Santa Fe Springs

1

Whittier

1

Total**43****MEESCAN Total number of sessions**

6

USAGE Items checked out

9

SELF-CHECKOUT MACHINE USAGE**Patrons by Day of the Week****DAY****OK****REFUSED**

SUN

64

9

MON

95

19

TUE

78

4

WED

56

1

THU

63

12

FRI

26

1

SAT

38

1

TOTAL**420****47****467 Patrons**

May 2018 total

317

28

345

Items By Day of the Week**DAY****REFUSED****ISSUED****RENEWED**

SUN

2

236

1

MON

3

384

6

TUE

2

222

2

WED

5

152

7

THU

5

229

1

FRI

0

83

4

SAT

2

115

0

TOTAL**19****1,421****21 1,461 items**

May 2018 total

15

1,100

16 1,131

LAMP LITERACY / CITIZENSHIP

June marks the end of the adult literacy program school year and the beginning of the summer season. LAMP's ESL classes officially ended this month and will resume again in the Fall. Citizenship classes technically ended as well with a short break before resuming again in the summer. The end of classes means that Literacy Staff have to post-test all enrolled students and prepare records for end of year grant deliverables to the California Department of Adult Education.



ESL and Citizenship Classes

With the adult literacy program term ending this month, all ESL and Citizenship students were post tested this past month. Testing day required LAMP staff to take over the last hour of each class and hand out a test to each student and monitor the post test. Upon completion of the test, students were allowed to pre-register for the upcoming semester. ESL classes ended mid-June and will resume again in August. Citizenship classes will have a two-week break at the end of June and will resume again on July 8.



Reading Rockets

Reading Rockets has launched again for 2018 summer. The LAMP Program once again teamed up with Asian American Economic Development Enterprises (AAEDE) to help children build academic and literacy skills during the summer break. AAEDE has provided us with four interns who were trained by Jose Garcia, Acting

Literacy Program Administrator, to tutor the children for the six-week program. The Summer session began on June 25 and will run Monday through Thursday from 1:30 pm to 3:00 pm until August 2.

Passports

Jose Garcia, Acting Literacy Program Administrator, and Literacy staff researched online appointment software for passports called Acuity. The software allows patrons to schedule their own appointments in 15 minute increments during passport operating hours. Patrons will receive an email confirmation when the appointment has been scheduled and will also receive a reminder email the day before. This should minimize the number of passport inquiry calls received in the office and eliminate the need for staff to send out reminder appointment calls.



New Citizens - June

Xiuying Yang

Ming Pang

Maria Mercedes Ordaz

Nay Sit Log

Jing Liu

Chen Wang

LAMP Statistics for June 2018

Programs	74	
Program Attendance	497	
Students Served this month	223	
Student hours	752	
Total Students	YTD 728	Projected 1,500
Total Hours	YTD 26,421	Projected 29,000
Items Circulated	46	
Passports	176	YTD 1,789
Passport Revenue	\$6,805	YTD \$58,800

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Literacy	Fridays	10:00 a.m. – 12:00 p.m.	Lisa Duong
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, completed the CASAS Citizenship Interview Test recertification training. This allows him to continue to administer the Citizenship Interview Test (CIT) to students who have applied for Naturalization and assess how prepared they are for the actual interview.

With the school year ending in June, Jose began preparing for End-of-Year reports due to our grantors. He continued to train Christi Chavez on preparing Update and Post-Test records. This has to be done for every student that took a class this semester.

With Reading Rockets taking place in the summer, Jose trained four interns provided to us by AAED who will be tutoring children in grades 2nd through 5th to improve their literacy skills. Jose also prepared all the materials for the program and created student files in preparation for the first session.

Christiana Chavez, Full Time Library Clerk, learned how to prepare and proctor Post-Tests for ESL and Citizenship Preparation Classes. Additionally, Jose also trained her on how to print and fill out Update records for each student and then input them into the Tops Enterprise database.

Angelica Marquez, Part Time Library Clerk, assisted in preparing student Update Records and checked all of the Test Records to make sure they were appropriately filled out. She also reminded tutors to update their Roles & Goals forms for the end of the year. Lastly, Angelica assisted Jose in setting up the online passport appointment software so that it contained all the necessary information but yet was intuitive enough for patrons to schedule the appointment themselves.

Hannah Chin, Part Time Library Clerk, called all of the students who did not attend class when the test was administered to ask them to come in on their own time for the post-test. This helps staff gather as many post-tests as possible to maximize LAMP's Payment Points for the year. Hannah also continues to assist in executing passport applications on Monday evenings.

Jay Delgado, Part Time Library Clerk, handled the majority of passport applications this month. When there were not very many appointments, Jay kept the bookshelves nice and tidy by placing all returned items back on the shelf in a timely manner.

Gloria Nguyen, Part Time Library Clerk, also completed the CASAS Citizenship Interview Test recertification training. Throughout the month she assisted six students in becoming U.S. Citizens this month. She proctored the Citizenship Interview test to those students with an upcoming interview and coordinated coaching sessions with a group of five Claremont College students who assisted Citizenship students on Monday nights.

Kieu Truong, Part Time Library Page, continued to help in the office with translations and making appointments for passports when necessary. She helped prepare the test materials for the classes and proctored some of the tests as well.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Ongoing. Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.

2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.

Ongoing. Staff is researching what other Library Literacy Programs are currently using to assess their learners.

Completed. LAMP has increased passport acceptance hours during peak months to include Sundays from 1-4 p.m. Another passport event was offered during the City's Cherry Blossom Festival on April 21 and 22.

LAMP MONTHLY STATISTICAL REPORT

June 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	98	0	2	4	26	9	838	10	1200
CITIZENSHIP	7	63	0	0	7	68	10	643	40	1000
BASIC	16	61	0	1	15	61	19	741	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	4	0	4	16	8	159	10	900
TOTAL	29	222	4	3	30	171	46	2381	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	120	1558	4	10	114	343	353	18633	650	19000
CITIZENSHIP	104	488	0	26	78	313	271	6736	500	7500
BASIC (1-to-1)	19	61	0	1	18	61	27	741	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	0	0	13	0	13	35	22	228	80	1400
TOTAL	243	2107	17	37	223	752	728	26421	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	1	6	10
# of Tutors Trained	0	4	23	75

D. STUDENTS WAITING	
ESL & citizenship classes	26
One-to-one	49
Referred to other institutions	5

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	2

US CITIZENS	New	YTD
Passed	6	78

Passports	New	YTD
Executed	176	1789

Reference Qs	New	YTD
ESL	176	2126
Citizenship	115	1552
Passports	383	4286

CHILDREN'S SERVICES

June 4 marked the beginning of the **Children's Summer Reading Program** at the library. **Fantastick Patrick** performed in the Barnes Park Amphitheater for the SRP kick-off – a program which drew over 200 attendees. By the end of June 823 children registered for SRP and 812 patrons attended SRP movies and performances.

Children's staff presented **26 in-library programs and storytimes** to **2,814 parents and children** during the month of June.

Staff also hosted **fourteen field trips** to the library and **two school visits** which served a total of **450 teachers, parents and children**, bringing **total programming attendance to 3,264** for the month. Staff also answered **511 reference questions** in person and over the phone.



Children's staff model some of the t-shirt designs being offered as prizes in the Summer Reading Program.

From left: part-time Library Clerk Lauren Frazier, part-time Library Clerk Joyce Hsaio, Senior Librarian Diana Garcia, Librarian Kristin Olivarez and part-time Library Clerk Anita Phan.

Type	QTY			% Change vs.	
Month	June 2018	May 2018	June 2017	May 2018	June 2017
Program Attendance	2814	2219	2638	+27%	+7%
Outreach Attendance	450	287	425	+57%	+6%
Reference Questions	511	432	651	+18%	-21%

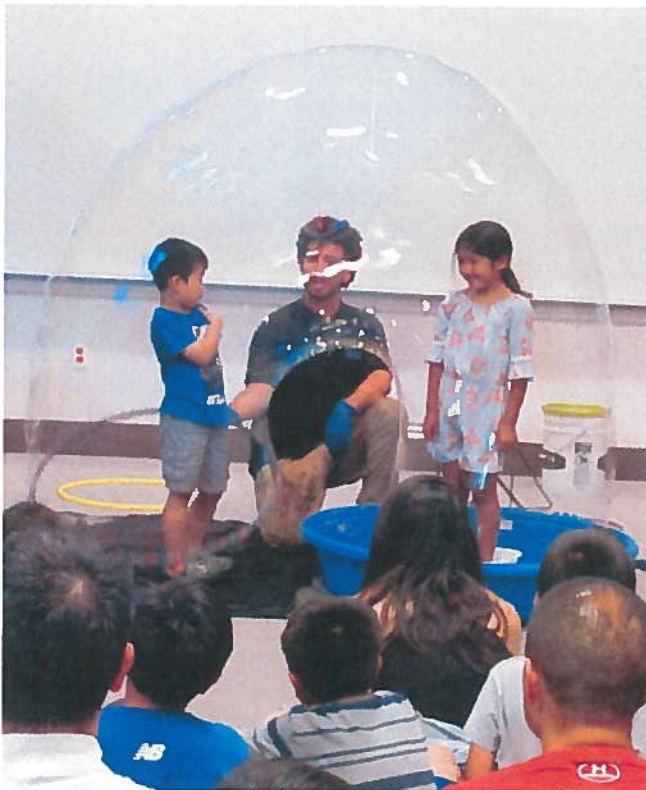


Summer Reading Program Kick-Off with Fantastick Patrick on June 4 in the Barnes Park Amphitheater



Programming

On June 14 the department invited **Bubblemania** for a family performance, which was incredibly well attended. Children were treated to a show where they learned about the physics of bubbles and got to experience different types of bubbles close up.



Community Partnerships

On Saturday, June 16 Chinatown Service Center's outreach team visited the library, where they shared information about family services and held a sun catcher craft activity for children. The program was attended by over 30 children and caregivers.



Class Visits, Outreach and Field Trips

In June Children's staff hosted field trips to the library by Monterey Vista Elementary School, Montebello Adult Education, SPARK, My Learning Academy and Smith Family Daycare, and also visited Options classrooms at Monterey Highlands and Repetto Elementary Schools, serving a total of **450 children, teachers and caregivers** during **fourteen field trips** to the library and **two school visits**.



1,000 Books Before Kindergarten

Children read 3,400 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-two new children signed up for the program this month and 31 children read at least 100 books.

In all, families have read 127,000 books since the inception of the program in 2014.

Literacy Extension Corner

In keeping with the SRP theme, *Reading Takes You Everywhere!*, June's activity invited children and adults to place stickers on an oversized world map indicating where they were born, places they've traveled, where they would like to visit, and where they would like to live. **313 patrons participated in the Literacy Extension during the month of June.**

Collection

Children's staff finished weeding the very full Picture Books section in order to prune back old, damaged and non-circulating books and to make room for new materials. Kristin Olivarez was nominated for Employee of the Month by Julie Villanueva for her work in weeding. Staff is still working on weeding Children's Non-Fiction.

Circulation Statistics

In June 75.2% of the library's total circulated items were Children's materials. A total of 12,789 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
LOCATION	June 18	
	% of TOTAL CIRC	QTY
Children's Board	7.4%	1256
Children's Books on CD	0.0%	3
Children's CD	0.3%	59
CDVD	0.6%	107
CDVDF	0.2%	33
Children's Easy Fiction	9.4%	1591
Children's Easy Non-Fiction	4.3%	729
Children's Fiction	27.6%	4680
Children's Graphic Novels	5.6%	953
Children's International	3.7%	636
Children's Non-Fiction	4.8%	810

Children's Paperbacks	10.6%	1804
Children's Periodical	0.1%	13
Children's Recordings	0.4%	63
Children's Audio Books	0.1%	12
Chinese Learning Collection	0.0%	8
Children's Starlings	0.1%	9
Tumblebooks		23
Total	75.2%	12,789

Children's Staffing

At the monthly Children's Services meeting on June 18, staff discussed the 2018 Summer Reading Program, as well as current and upcoming programming. Nina Loc, director of the Behavioral Health Division of Chinatown Service Center, was also invited to speak at the meeting. She shared information about the services that CSC delivers to families, including individual and family counseling, parenting classes, support for survivors of domestic violence, field services for seniors, child abuse prevention and case management, crisis intervention, and many other programs. The library's partnership with CSC provides important services to families, and staff is eager to deepen our connections in the hopes of having CSC provide parenting classes and support at the library in the future.

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.	Children's Services has put continuing puppet shows on hold due to a lack of staffing.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In June Children's staff hosted field trips to the library by Monterey Vista, SPARK, Repetto Options and Montebello Adult School's Parenting Class, and My Learning Center; and visited Monterey Highlands Options serving a total of 450 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237	147	270	243	257	243	207	317	3,157
CIRCULATION													
Total Public Service Hours	183	201	166	193	164	150	177	160	190	176	185	182	2,127
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481	20,996	25,576	26,342	24,222	23,672	301,135
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005	18,195	14,895	18,435	17,475	14,061	16,978	206,763
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808	24,107	31,519	26,785	26,177	26,062	318,879
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782	17,508	18,303	20,851	19,170	16,705	19,726	222,119
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14,092	13,561	15,221	13,883	12,312	13,721	11,544	14,270	13,365	10,610	12,789	157,942
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470	3,787	3,377	4,121	3,881	3,505	4,165	49,563
Circulation of ebooks								149	194	166	229	206	944
Adult/YA													
Adult Reference Questions	583	735	608	614	536	409	591	447	585	594	691	481	6,874
Number of Technology Reference Questions	449	685	541	1,053	639	439	484	504	528	715	665	518	7,220
Number of Completed Technology Reference Transactions	449	685	541	1,053	639	439	484	504	528	715	665	518	7,220
Adult Programs - Number	18	28	16	25	16	6	18	23	24	22	18	25	239
Adult Programs - Attendance	407	543	357	790	175	97	262	607	377	327	327	337	4,606
Adult Friends Sp. Program - Attendance	182	157	22	365	22	27	70	200	186	93	100	80	1,504
Young Adult Program Number	6	5	8	3	6	5	7	7	5	6	6	6	70
Young Adult Programs Attendance	168	162	308	56	98	87	136	320	79	279	176	159	2,028

INTERLIBRARY LOANS

ILL loans to other	1	1	1	1	0	0	0	3	0	0	1	1	0	0	1	1	0	9
ILL loans received	1	1	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	7

COLLECTION TOTALS

Adult volume added	254	362	174	401	222	117	201	272	285	343	556	352	3,539
Children's volume added	97	335	404	236	130	110	225	352	396	408	359	50	3,102
Items Deleted	647	1,730	474	517	418	370	838	40	839	1726	1920	2447	11,966
Total Vols in Collection	153,926	152,894	153,045	153,156	153,092	153,028	152,600	153,196	153,043	152,069	151,070	149,043	149,043